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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Comptroller

DATE: 31 March 1959

FROM : Chairman, Financial Code Structure  
Task Group - FMI Program

SUBJECT: Progress Report

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Date: <u>29-9-78</u> By: <u>[Signature]</u>

1. On 20 and 24 March 1959, your Committee met in Curie Hall (MRD) with representatives of Plans, Intelligence, Logistics and Personnel to explain the over-all objective of designing a Financial Code Structure to provide tabulations that would meet the requirements of the respective users for financial data. In attendance were:

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Intelligence

Plans

Logistics  
Personnel

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2. In explanation of machine methods and to indicate machine limitations, the Chief, MRD, conducted the group on a tour of the plant and explained briefly the basic functions of the various machines and their part in the development of financial statements and tabulations. The group was then advised of the importance of providing a code that would be sufficiently flexible to enable MRD to meet the requirements of all users of data and thereby eliminate, wherever possible, the need for side-record keeping by B&F Officers.

3. The representatives of Intelligence and Plans assured your Committee they would review their requirements and furnish a list of items they would like to have within a week to ten days.

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4. On Monday, 23 March, Committee Member [Redacted] and your Chairman were invited to attend a briefing session of the B&F Officers of the Intelligence Group. At this meeting, [Redacted] explained the objectives of the Committee and requested the B&F Officers to review their requirements and submit lists thereof to his Office for coordination and transmittal to the Committee.

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5. In the course of this meeting, several of the B&F Officers spoke of the problems they were now facing with respect to machine tabulations of data on confidential funds. Among the problems indicated were:

a. Insufficient data by sub-object on travel.

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- b. Insufficient data on property issuances.
- c. Delay in receiving data run on machines (indicated earliest date the 20th of the month).
- d. Incorrect allotment symbol coding resulting in red balances.

Of greatest concern was the incorrect coding. The contention was that even though the error was not made at the B&F Office level, the only way in which it could be corrected was by journal voucher initiated by the B&F Officer. The feeling was that this method placed a heavy and unfair burden on the B&F Officers. Several instances of coding error were called to our attention by the B&F Officer for OO/Contact. Cursory investigations of these cases disclosed these errors to have occurred with respect to property issuances. Without further researching we cannot determine the level at which the error was originally committed. Since this situation seems to be one that tends to create doubt in the minds of the B&F Officers as to the general reliability of machine tabulation data, your Committee believes it advisable that an investigation be made.

6. It is recommended, therefore, that a task force be assigned to study coding errors, disclose the operating level at which they occurred, make recommendations of methods whereby incidence of coding error can be substantially reduced or eliminated and prescribe, if possible, a method for correction of error that places responsibility for adjustment on the responsible unit.

7. Meanwhile, your Committee has been holding daily sessions and taking preliminary steps in the design of a code it believes will provide for a major portion of anticipated requirements. In addition, the B&F Officers are being contacted to determine the types of side-records they are now keeping by hand-posting methods.

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